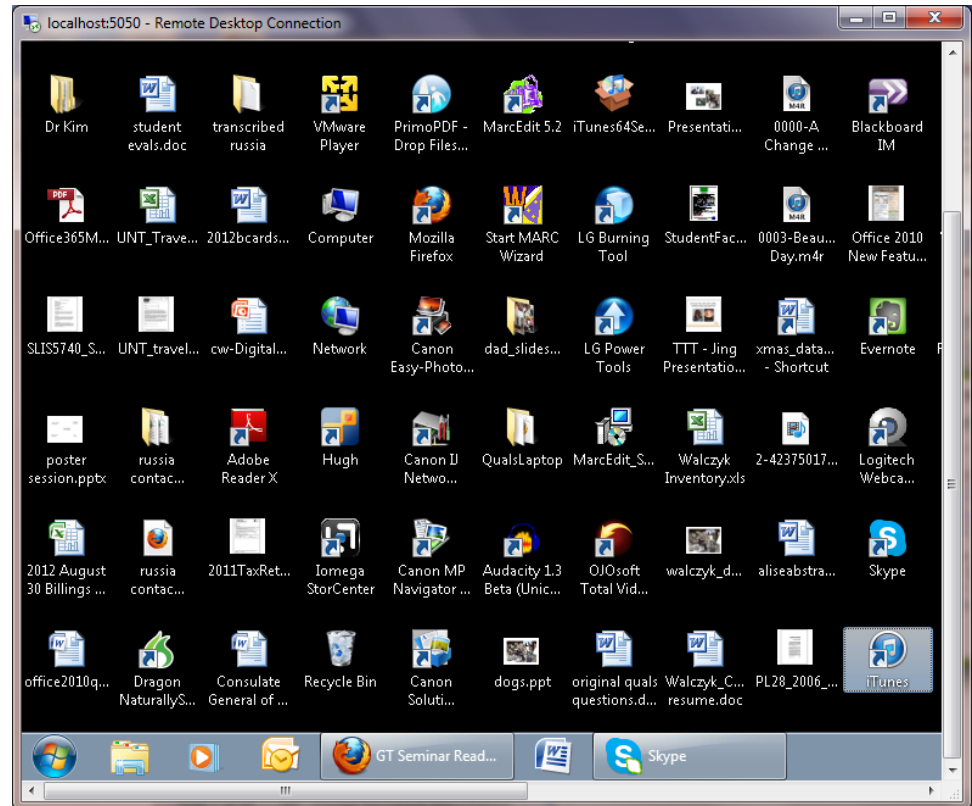


You use your computer regularly, but do you remember this...



“Tech Tools with Tine” Webinar Series Presents:

Tech Basics

Hone your core computer skills --
Hints and Tips

Tine Walczyk – April 5th, 2013
tine@trainers-r-us.com

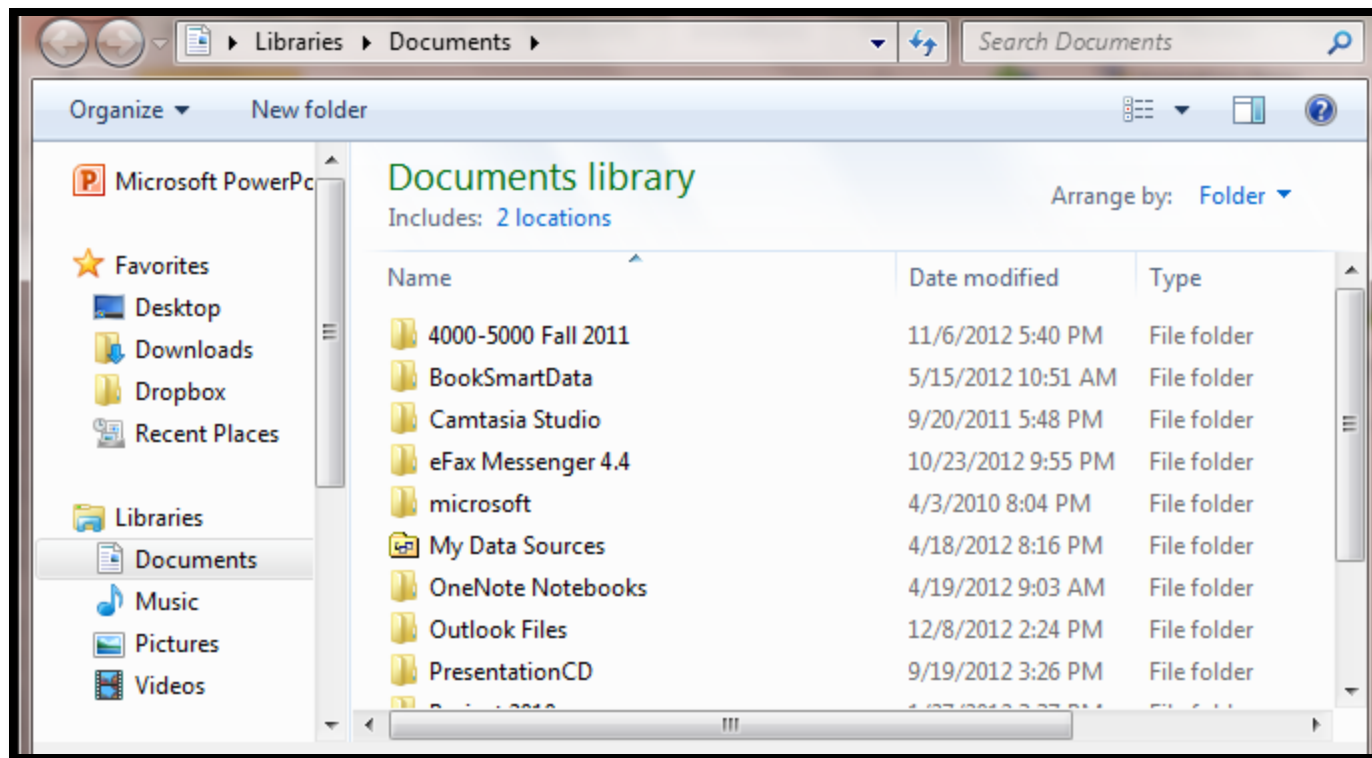


Basic technology actions

- Navigate your computer
 - Folders
 - Cut, Copy, Paste
- Saving your stuff
- Attach an email
- Getting around – Keyboard Shortcuts
- Managing Multiple Screens
- Screen capturing
- Using a Wireless Hotspot

Where is everything?

- Organize your files
- Folder hierarchy



How to cut(move)/copy/paste

- Can you name at least 3 ways?
 - Keyboard shortcut (C, X, V)
 - Click & Drag / Ctrl, Click & Drag
 - Right-click (for PC)
- What is the default action with Click & Drag?
 - It depends!!
 - Between drives = Copy
 - On same drive = Cut

It's time to Save!

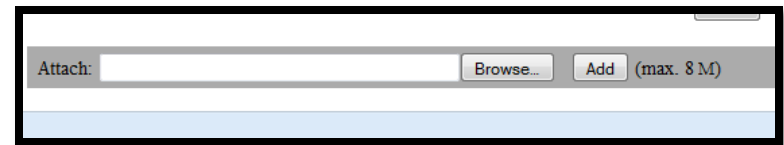
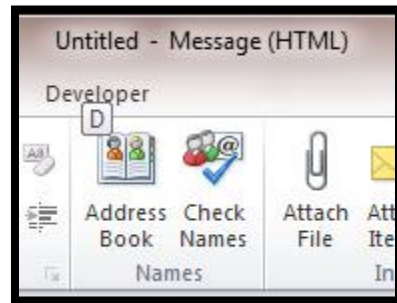
- Things to know about Save and Save As

Save	Save As
Keeps updates	Provide Filename
	Provide Location
	Provide File Type

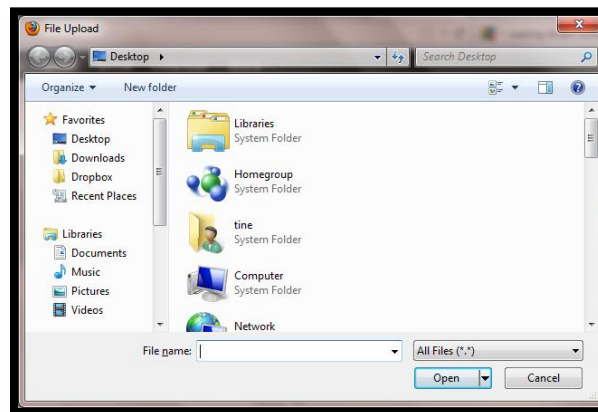
- Autosave
 - Only works when you have done Save As 1st
 - Is tied to Undo

Attach an email

- Click the paper clip icon or “Attach File” / Browse button



- Find your file

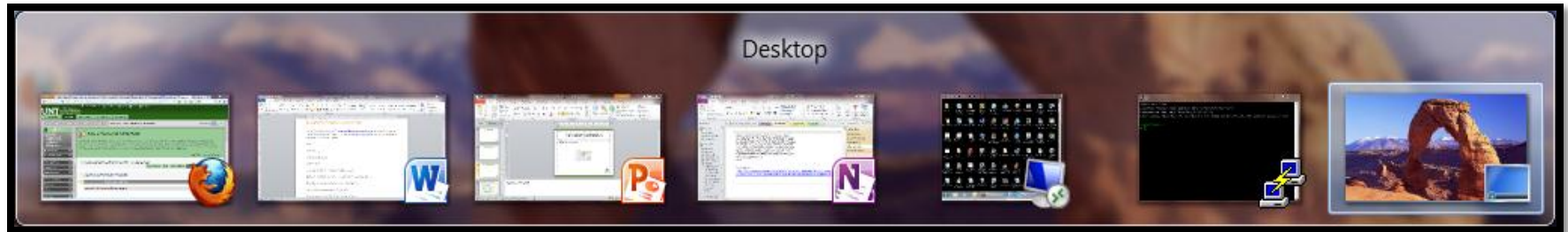


Keyboard Shortcuts

- 1st for Mac Users: Ctrl = Option and Alt = ⌘

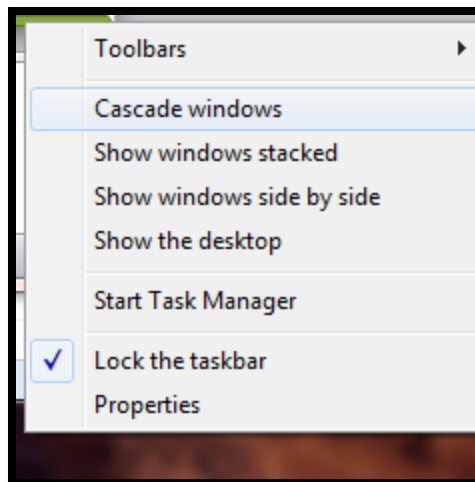
Use the Ctrl key and ...	
N = New	Y = Redo
O = Open	S = Save
C = Copy	P = Print
X = Cut	A = All
V = Paste	Tab = Next item
Z = Undo	Space = Select

Multitask with Multiple Windows

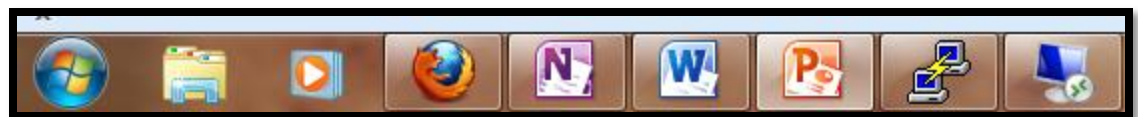


Alt – Tab = Change windows/programs

Ctrl – Tab = Change windows/tabs within a program



Right click taskbar

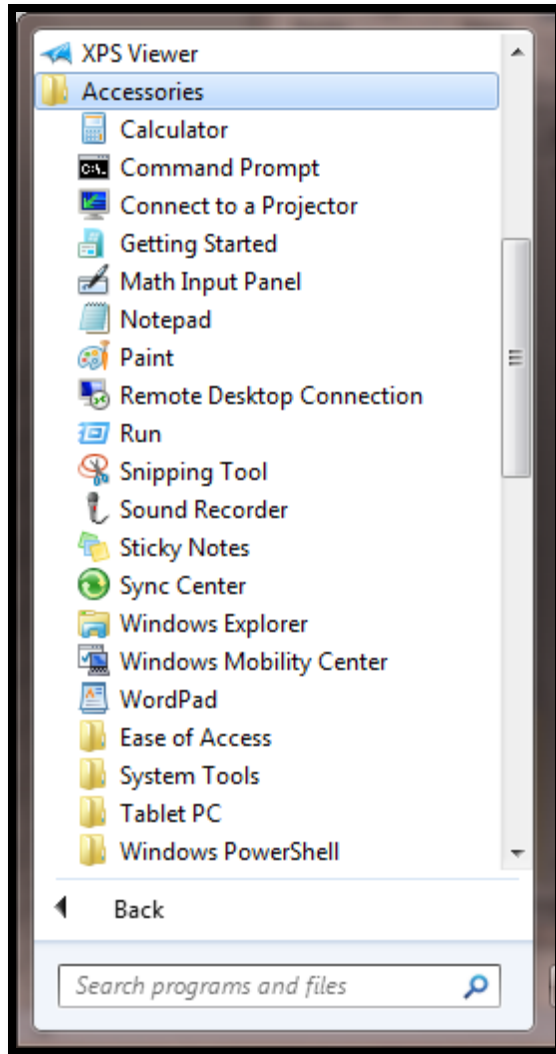


Program buttons on task bar

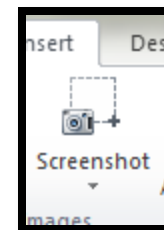


Desktop button

Capture that Screen

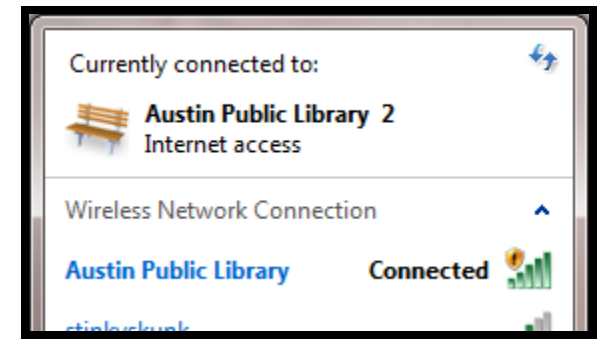


- Ctrl – PrtScr = Entire Screen
- Alt – PrtScr = Active Window
- Use the Snipping tool
- Use the Screenshot button



Connect to that Hotspot!

- Make sure wireless on your machine is active!
- Check with your location for the correct name of the network
- Ask if there is a password.
- When your computer prompts you, type the password EXACTLY as provided
- If it is somewhere you go frequently, check the “Auto Connect” option.



Next month...

MS Office Tricks!

Tech Tools with Tine Webinar presented on April 5th 2013.